

March 28, 2014

Re: **Spring 2014 Operation Releaf Tree Project**

This is to inform you that the city of West Lafayette is requesting quotes for the Spring 2014 Operation Releaf Tree Project. **Sealed** quotes must be submitted by 8:00 AM on Tuesday, April 8, 2014 via mail to:

Judith Rhodes, Clerk-Treasurer
City of West Lafayette
609 West Navajo Street
West Lafayette, IN 47906

If you're delivering the quotes in person, take them to the window at the police department at 711 West Navajo Street. Mark the outside of the envelope: Sealed Quote for 2014 Operation Releaf. Quotes will be opened at the Board of Works meeting scheduled for 8:30 a.m. on Tuesday, April 8, 2014 at Room 205 in Morton Community Center. A City purchase order will be issued to the contractor with the most responsive and responsible quote. The City reserves the right to waive any and all irregularities in the quote process and procedures.

Specifications for the material list are attached. Planting standards and general conditions are available at www.westlafayette.in.gov/departments/engineering (see the last pages of the Typical Construction Guidelines & Details). Call our office if you require a copy.

- We require that the trees are planted with the root flare at soil level which means the top of the root ball must be excavated. We will be inspecting for this after planting. If you are not willing to do so, or if this voids your warranty, please elect not to quote.
- The plant material will be installed in various locations between the curb and sidewalk or behind the curb.
- Landscaper is responsible for all utility locates.
- The location of each tree will be marked on the ground before planting.
- We may choose to inspect trees before planting.
- Trees are 1.5" and 2" caliper, B&B and must meet ANLA standards.
- Another price is requested for one year of watering to supplement rainfall (to 1"/week) during the growing season.
- A Tree Friends volunteer will oversee installation of the plant material in Amberleigh Village and Bar Barry Heights. This will require scheduling the dates of installation with us.
- Trees shall be mulched with a 3" layer of shredded hardwood bark mulch in a 3' circle.
- Trees will be staked with three stakes following the guidelines in the city standards.

- Substitutions for specified plants will only be permitted with prior approval from the Greenspace Administrator.
- All quotes are to include costs of materials, installation and a guarantee of the material for one year from the completion of the entire project.
- Work should be completed by June 1, 2014.

On the enclosed quote form, please provide the unit price for each tree to add or deduct from the final price in the event of changes after quoting. The Contractor shall carry all necessary city insurance coverage and provide a certificate of insurance to the City of West Lafayette per the attached insurance requirements.

Please call with questions. Thank you!

Sincerely,

Beverly J. Shaw
Greenspace Administrator
Department of Development

CC: Mayor John Dennis
Judith Rhodes
Board of Works
Lynn Layden
Chandler Poole
Joe Payne
Eric Burns

QUOTE FORM AND UNIT PRICES
Spring 2014 Planting
BASE BID

Company Name: _____

Address: _____

Phone: _____

Email: _____

Signature: _____

Printed Name/Title: _____

Each contractor shall complete this form. The total Base Bid amount should include the cost necessary to complete all work described by these documents including installation, mulching and staking. Unit prices shall apply to addition or deductions, by change order, to the contract as required/requested by the Owner.

BASE BID WITH B&B TREES

qty 1.5"	qty 2"	Common Name	Latin	Cost 1.5"	Cost 2"	Total
1	2	Yellowwood	<i>Cladrastis kentukea</i>			
5		Sweet Gum 'Happidaze'	<i>Liquidambar styraciflua 'Happidaze'</i>			
2		Tulip	<i>Liriodendron tulipifera</i>			
4		Swamp White Oak	<i>Quercus bicolor</i>			
2		Northern Red Oak	<i>Quercus rubra</i>			
5	2	Chinkapin Oak	<i>Quercus muehlenbergii</i>			
	4	Bald Cypress	<i>Taxodium distichum</i>			
1		Elm 'Homestead'	<i>Ulmus 'Homestead'</i>			
20	8	Total Base Bid				\$
		Cost to water trees for one year				\$

Insurance Requirements

Commercial General Liability (Occurrence Form)

Each Occurrence	\$1,000,000
Products/Completed Operation Aggregate	\$2,000,000
General Aggregate (other than Prod/Comp Ops Liability)	\$2,000,000
Personal & Advertising Injury Liability	\$1,000,000

- ◆ Coverage shall be subject to a per project or vendor general aggregate provision that names all jobs performed by subcontractor if applicable
- ◆ Name the City of West Lafayette, Indiana as an Additional Insured.
- ◆ The insurance will be considered Primary before any other applicable coverage

Automobile Liability

\$1,000,000 each accident

- ◆ If subcontractor at any time transports hazardous materials, subcontractor shall carry appropriate auto pollution coverage.
- ◆ Include Hired and Non-Owned auto liability coverage

Workers Compensation and Employer's Liability

Workers Compensation	State Statutory Limits
Employer's Liability	
Bodily Injury by Accident	\$100,000 each accident
Bodily Injury by Disease	\$500,000 policy limit
Bodily Injury by Disease	\$100,000 each employee

Include Waiver of Subrogation in favor of the City of West Lafayette, Indiana

Umbrella Liability

Each Occurrence and Aggregate	\$1,000,000
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CITY OF WEST LAFAYETTE
EMPLOYMENT ELIGIBILITY VERIFICATION

STATE OF INDIANA)
) SS:
_____ COUNTY)

The Contractor affirms under the penalties of perjury that he/she/it does not knowingly employ an unauthorized alien.

The Contractor shall enroll in and verify the work eligibility status of all his/her/its newly hired employees through the E-Verify program as defined in IC 22-5-1.7-3. The Contractor is not required to participate should the E-Verify program cease to exist. Additionally, the Contractor is not required to participate if the Contractor is self-employed and does not employ any employees.

The Contractor shall not knowingly employ or contract with an unauthorized alien. The Contractor shall not retain an employee or contract with a person that the Contractor subsequently learns is an unauthorized alien.

The Contractor shall require his/her/its subcontractors, who perform work under this contract, to certify to the Contractor that the subcontractor does not knowingly employ or contract with an unauthorized alien and that the subcontractor has enrolled and is participating in the E-Verify program. The Contractor agrees to maintain this certification throughout the duration of the term of a contract with a subcontractor.

The City may terminate for default if the Contractor fails to cure a breach of this provision no later than thirty (30) days after being notified by the City.

Dated this _____ day of _____, 20__

Contractor/Bidder (Firm)

Signature of Contractor/Bidder or Its Agent

Printed Name and Title

Subscribed and sworn to before me this _____ day of _____, 20__

My Commission Expires _____

Notary Public

County of Residence _____

**CITY OF WEST LAFAYETTE
NON-COLLUSION AFFIRMATION**

STATE OF INDIANA

COUNTY OF: _____ } **SS:**

The undersigned offeror or agent, duly swears, under penalties for perjury, that he has not, nor has any other member, representative, or agent of the firm, company, corporation or partnership represented by him, entered into any combination, collusion or agreement with any person relative to the price to be offered by any person nor to prevent any person from making an offer nor to induce anyone to refrain from making an offer and that this offer is made without reference to any other offer.

Offeror (Firm)

Signature of Offeror or Agent

Before me, a Notary Public in and for said County and State personally appeared,
_____, who acknowledged the truth of the
statements in the foregoing affirmation on this _____ day of _____, 20 ____ .

My Commission Expires:

(written) Notary Public

(printed)

County of Residence: _____

Indiana Department of Revenue
General Sales Tax Exemption Certificate

Indiana registered retail merchants and businesses located outside Indiana may use this certificate. The claimed exemption must be allowed by Indiana code. Exemption statutes of other states are not valid for purchases from Indiana vendors. **This exemption certificate can not be issued for the purchase of Utilities, Vehicles, Watercraft, or Aircraft.** Purchaser must be registered with the Department of Revenue or the appropriate taxing authority of the purchaser's state of residence.

Sales tax must be charged unless all information in each section is fully completed by the purchaser. Purchasers not able to provide all required information must pay the tax and may file a claim for refund (Form GA-110L) directly with the Department of Revenue.

Section 1 (print only)

Name of Purchaser CITY OF WEST LAFAYETTE

Business Address 609 W NAVAJO ST City WEST LAFAYETTE State IN Zip 47906

Purchaser must provide minimum of one ID number below.*

Provide your Indiana Registered Retail Merchant's Certificate
TID and LOC Number as shown on your Certificate..... 0003122441 - 001
TID# (10 digits) LOC# (3 digits)

If not registered with the Indiana DOR, provide your State Tax
ID Number from another State..... _____
State ID# State of Issue

*See instructions on the reverse side if you do not have either number.

Section 2

Is this a blanket purchase exemption request or a single purchase exemption request? (check one)

Description of items to be purchased. BLANKET EXEMPTION-EVERYTHING PURCHASED IS COVERED

Section 3

Purchaser must indicate the type of exemption being claimed for this purchase. (check one or explain)

Sales to a retailer, wholesaler, or manufacturer for resale only.

Sale of manufacturing machinery, tools, and equipment to be used directly in direct production.

Sales to nonprofit organizations claiming exemption pursuant to Sales Tax Information Bulletin #10. (May not be used for personal hotel rooms and meals.)

Sales to persons predominately (51% or more of total sales) engaged in public transportation - provide USDOT#. _____
A person or corporation who is hauling under someone else's motor carrier authority, or has a contract as a school bus operator, must provide their SS# or FID# in lieu of a State ID# in Section #1.

Sales to persons, occupationally engaged as farmers, to be used directly in production of agricultural products for sale.
Note: A farmer not possessing a State Business License# may enter a FID# or a SS# in lieu of a State ID# in Section #1.

Sales to a contractor for exempt projects (such as public schools, government, or nonprofits).

Sales to Indiana Governmental Units (agencies, cities, towns, municipalities, public schools, and state universities).

Sales to the United States Federal Government - show agency name. _____
Note: A U.S. Government agency should enter its Federal Identification Number (FID#) in Section #1 in lieu of a State ID#.

Other - explain. _____

Section 4

I hereby certify under the penalties of perjury that the property purchased by the use of this exemption certificate is to be used for an exempt purpose pursuant to the State Gross Retail Sales Tax Act, Indiana Code 6-2.5, and the item purchased is not a utility, vehicle, watercraft, or aircraft.

I confirm my understanding that misuse, (either negligent or intentional), and/or fraudulent use of this certificate may subject both me personally and/or the business entity I represent to the imposition of tax, interest, and civil and/or criminal penalties.

Signature of Purchaser Judith C Rhodes Date January 01, 2010

Printed Name JUDITH C. RHODES Title CLERK-TREASURER

The Indiana Department of Revenue may request verification of registration in another state if you are an out-of-state purchaser.
Seller must keep this certificate on file to support exempt sales.